

Job Service — GREAT FALLS

Certified One-Stop Center: 1018 7th Street S. Great Falls, MT 59405
Phone: (406) 791-5800 Fax: (406) 791-5889 GreatFallsJSC@mt.gov
Hours: Monday - Thursday 8 a.m.-5 p.m. Friday 9 a.m.-5 p.m.

TUESDAY

Attendance 9-10am

“Choosing the Road to Reliability”

- October 11th & 25th

Directly or indirectly brands usually make a promise. Develop your own personal brand to be in high demand wherever you go.

“Get Busy Being Productive”

- October 4th & 18th

It takes more than just showing up for a company to become more confident in you – increase your value in the organization by bringing your whole self to work.

Attitude 10-11am

“Attitude is Everything”

- October 11th & 25th

Approach work with a winning attitude every day—even when times are tough.

“Delivering Customer Service”

- October 4th & 18th

Do you want to learn how to work WITH difficult customers—with enthusiasm—and provide excellent customer service? Brainstorm solutions to deal with almost every difficult situation.

Career Assessment 11-12pm

- October 4th, 11th, 18th, & 25th

Ever wish there was a GPS for life? Use MT's online tool (MCIS) to chart your future

WEDNESDAY

Ambition 9-10am

“Ambition = Success”

- October 12th & 26th

Do you want a CAREER—not just a job? Deciding what you want to accomplish is the first step; identifying the actions you can take is the next step to achieve your professional goals.

“Initiative Pays Off!”

- October 5th & 19th

Get motivated—Plan your path to achieve your goals. Use the SMART method to goal setting.

Accountability 10-11am

“Integrity: Doing it Right”

- October 12th & 26th

There is no right way to do the WRONG thing—living honestly and having integrity with every decision you make.

“Building Your Reputation”

- October 5th & 19th

Set yourself apart from others while at the same time gaining undying loyalty from your boss—set integrity as your standard.

Interviewing Insights 11-12pm

- October 5th, 12th, 19th, & 26th

Prepare for the most stressful part of the job search process



THURSDAY

Acceptance 9-10am

“Interpersonal Communication”

- October 13th & 27th

Improve work productivity, teamwork, and communication by identifying your own personality type in order to appreciate behavioral differences.

“Team Work”

- October 6th & 20th

Know what motivates others to improve work productivity, teamwork, and communication. Understanding behavior differences increases respect for co-workers, management and customers.

Apppearance 10-10:30am

“First Impressions Last”

- October 13th & 27th

Be professional both in the way you act, and the way you look—choose to be a pro.

“Branding—Image is Everything”

- October 6th & 20th

You are judged by the company you keep—the company you work for is judged by the image you project.

Appreciation 10:30-11am

“Power of Appreciation”

- October 13th & 27th

Approach work with a winning attitude, every day.

“Gratitude Shines”

- October 6th & 20th

If you love what you are doing and you always put your customer first—success will be yours.

Resume Building 11-12pm

- October 6th, 13th, 20th, & 27th

Learn how to transform your resume into a powerful tool that will get you interviews

FRIDAY

Dollars & \$ense 1-5pm

- October 8th & 22nd

Learn about money management tips and credit reports

*For more information please call
Karen Vanni
406.791.5800*